## Instructions for Completing Closing Totals Report

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### **Sample Completed Closing Totals Report**

### **Primary Election**

### Closing Totals Report

### Precinct Integrity Report

### Section I - Voter Authority Card Data

	this section.	e the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete s section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter thority Card Data" in the Election Judge Training Handbook.										
Source	Dem	Rep	Unaffil/ Other				Totals					
Voting Units (from VAC Worksheet)	440	300	62				802	Α				
Provisionals (from Totals Column on Provisional Worksheet)	14	5	3				22	В				
Totals	454	305	65				= 824	С				

### Section II - Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Election Judge Training Handbook.

	Data in the Election	oudge maining nandboo	n.		
Party	Total Checked In (Total)	Regular Touchscreen (Reg-TS)	Total Provisional Voters		
DEM	452	440	12		
REP	305	300	5		
NON	65	62	3		
Totals	822	802	20 F		

### Section III - Voting Unit Data

802

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the Election Judge Training Handbook.

Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)

Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chiefs Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans

DEM Chief Judge

DEM Chief Judge

REP/OTH Chief Judge

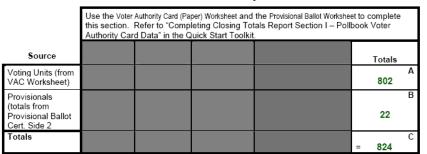
MCBOE Rev. 07/18/10

### **General Election**

### **Closing Totals Report**

### Precinct Integrity Report

### Section I – Voter Authority Card Data



### Section II - Pollbook Data

Use the Consolidated Voter Counts Report printed from the Pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Quick Start Toolkit.

Total Checked In (Total)

Regular Touchscreen (Reg-TS)

Provisional Voters

(Reg-TS)

Totals

B22

B02

F

### Section III - Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Compostals Report Section III – Voting Unit Data" in the Quick Start Toolkit.	oleting Closing
Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	G 802

Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chief's Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans	Elizabeth A. Bogovich
DEM Chief Judge	REP/OTHER Chief Judge

### Closing Totals Report

### Precinct Integrity Report

### Section I - Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete this section. Refer to "Completing Closing Totals Report Section I - Pollbook Voter Authority Card Data\* in the Election Judge Training Handbook. Unaffil/ Source Rep Other Dem Totals Voting Units (from 440 300 62 VAC Worksheet) 802 Provisionals (from Totals Column on 5 3 14 Provisional Worksheet) Totals 454 305 65 824

Steps for Completing Section I – Voter Authority Card Data

- 1. From the Voter Authority Card (Paper) Worksheet:
  - Enter the totals from Columns A-C for each party into the appropriate cells in the row labeled "Voting Units".
  - Enter the Total number of VAC's (Column D) into cell A.
- 2. From the Provisional Ballot Certificate Side 2:
  - Enter the numbers from Column 7 for each party into the appropriate cells in the row labeled "Provisionals".
  - Enter the Total Provisional VACs from Column 7 into cell B.
- 3. Add Voting Unit and Provisional data for each column and record in the Totals row.

### Voter Authority Card (Paper) Worksheet

Use this worksheet to total voter authority cards and to complete the Election Certificate

- 1. Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
- Do not include provisional Voters in this count.
- 3a. During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
- 3b. During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals
- 4. Transfer totals at bottom to Section 1 of the Closing Certificate.
- 5. Place in Chiefs' Red Document Folder when complete

	Us	se Durin	g Primary Elec	ctions (	Only		D	E
	Α		В		С		Total	Total
Voting Unit	Dems		Reps		Other		VACs	Ballots
0	<b>3.95</b>	+	78	+	⊗ 15	=	⊗188	<b>%188</b>
1	93	+	49	+	⊗ 9	=	<b>33151</b>	151
2	<b>82</b>	+	29	+	⊗ <b>24</b>	=	∜ 135	135
3	₩88	+	64	+	<b>88 10</b>	=	162	162
4	82	+	80	+	88 4	=	<b>33 166</b>	166
5	33	+	- 88	+	- 88	=	- 33	- 83
6	- 88	+	- 88	+	- 8	=	- 33	- 88
7	- 88	+	- 83	+	- 88	=	- 8	- 85
8	- 8	+	- 3	+	- 88	=	- 33	- 88
9	- 33	+	- 33	+	- 88	=	- 33	- 8
10	- 33	+	- 8	+	- 88	=	- 33	- 85
11	- 8	+	- 8	+	- 8	=	- 88	- 88
12	- 8	+		+	- 88	=	- 83	- 87
13	- 8	+	- 8	+	- 88	=	- 8	37
14	88	+	- 8	+	- 88	=	- 33	/
15	- 88	+	- 8	+	- 88	=	- 33	/6
16	- 88	+	- 8	+	- 88	=	- 33	78
17	. 88	+	- 3	+	- 88	=	. 8	7. 8
18	95,00,00	+	20.30.00	+	20.00.00	=	30,000	( C.
19	9000	+	- 7000	+	2000	=		40000
20	- 4	+		+	- W	=	77	-3.
Total	440	+	300	+	62 =	802	802	802
							e must be the s	
			$\overline{}$				ese totals to the of Closing Tota	

Provisional Ballot Certificate – Side 2

Chief Judges: sign AFTER the polls are closed.

### We hereby certify that:

- 1. The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
- 2. ALL provisional ballots have been under the control of an election judge at all times during the day.
- ALL spoiled ballots were placed in the spoiled ballot envelope.
- 4. ALL unvoted provisional ballots were counted and secured.
- 5. The following Voter Authority Cards (VACs) data relates to Provisional Voting:

			R	Regular Hour	s				Extended Ho	ours	3	1		
		1.		2.		3.	4.		5.		6.	7.		
		Pollbook VACs		Orange Substitute VACs		Total	Pollbook VACs		Orange Substitute VACs		Total	Election Tota (Column 3 + 6		
Α	Democrat	12	+	2	=	14		+		=		14		
В	Republican	5	+	0	=	5		+		=		5		
С	Unaffiliated	3	+	0	=	3		+		=		3		
													$\succ$	
D	Total Provisional VACs	20	+	2	=	22		+		=		22		

- Enter data in columns 1, 2, 4, and 5 as appropriate.
- Add each column down to fill in Row D.
- 3. Add totals in Columns 3 and 6 and record in Column 7.
- 4. Transfer totals in column 7 to Closing Certificate Section 1.

Record New Seal Number on Provisional Ballot Transfer Bag:

To the best of my knowledge, the above information is true and correct.

Benson T. Evans
DEM Chief Judge

Elizabeth A. Bogovich
REP Chief Judge

Complete BOTH sides of this Form.

### Section II – Pollbook Data for a Primary Election

			Section II - Pollboo	ok Data					
Use the Consolidated Voter Counts Report printed from the pollbook to complete the section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Polyoter Counts Report". Refer to "Completing Closing Totals Report Section II – Pol Data" in the Election Judge Training Handbook.									
Party		Total Checked In (Total)	Regular Touchscreen (Reg-T\$)	Total Provisional Voters					
	DEM	452	440	12					
	REP	305	300	5					
	NON	65	62	3					
	Totals	822	802	20 F					

### **Consolidated Voter Counts Report**

Consolidation: # 16001001 EPB Number: 850208 Poll Description: Goshen Elementary School

Report Date and Time:

09/14/2010 20:15:45

Party	Total	Reg-TS	Prov	
DEM	452	440	12	
REP	305	300	5	
NON	65	62	3	
TOT	822	802	20	******

\*

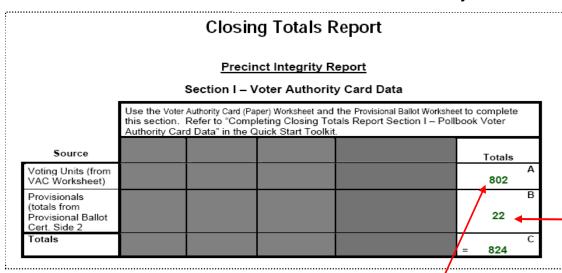
DEM Judge

REP Judge

Steps for Completing Section II – Pollbook Data of the Closing Totals Report

- Using the Consolidated Voter Counts Report printed from the pollbook at closing, transfer
  - totals listed under the 'Total' column on the Voter Counts Report for each party into the appropriate cell in the row labeled 'Total Checked In'.
  - totals listed under the 'Reg-TS' column on the Voter Counts Report into the appropriate cell in the row labeled 'Regular Touchscreen (Reg-TS).
  - totals listed under the 'Prov' column on the Voter Counts Report into the appropriate cell in the row labeled 'Total Provisional Voters' for each party.
  - Transfer the Totals for each column from the 'TOT' line on the Consolidated Voter Counts Report to the 'Totals' line on the report.

### Section I – Voter Authority Card Data for a General Election



Steps for Completing Section I – Voter Authority Card Data

- From the Voter Authority Card (Paper) Worksheet, transfer the Total number of VAC's (Column D) into cell A.
- 2. From the *Provisional Ballot Certificate* Side 2, transfer the Total Provisional VACs from Column 3 into cell B.
- 3. Add cells A & B and place total in cell C.

### Voter Authority Card (Paper) Worksheet

Use this worksheet to total voter authority cards and to complete the Election Certificate

- 1. Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
- 2. Do not include provisional Voters in this count.
- 3a. During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
- 3b. During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals.
- 4. Transfer totals at bottom to Section 1 of the Closing Certificate.
- 5. Place in Chiefs' Red Document Folder when complete.

		e Dunin	g Primary Elec	ctions C	only		D	E
	Α		В		С		Total	Total
Voting Unit	Dems		Reps		Other		VACs	Ballots
0	- 8	+	- 8	+	-8	=	⊗188	8:18
1	- 33	+	- 8	+	- 00	=	<b>%151</b>	<b>%15</b>
2	- 8	+	- 8	+	- 88	=	× 135	<b>%13</b>
3	- 83	+	- 8	+	- 8	=	162	<b>8016</b>
4	- 8	+	- 88	+	- 88	=	166	<b>16</b>
5	- 8	+	- 83	+	- 88	=	- 33	- 33
6	- 33	+	- 83	+	- 88	=	38	- 8
7	- 33	+	- 8	+		=	- 33	- 85
8	- 8	7+1	-8-	۱+۱		=	- 8	- 85
9	- 83	+	- 3	+	- 88	=	- 83	- 88
10	- 8	+	- 2	+	- 88	=	- 33	- 82
11	- 33	+	- 8	+	- 88	=	38	- 85
12	- 33	+	- 8	+		=	- 38	- 83/
13	- 33	+	-8-	+	- 8	=	- 83	
14	- 88	+	- 8	+	- 88	=	- 8	-/-
15	- 88	+	- 2	+	- 88	=	-33	/8
16	- 88	+	- 8	+	- 88	=	38	/ 8
17	- 88	+	- 8	+		=	38	- 15
18	30,00,00	+	30,373	+	35,00,00	=	98.38.88	30.00
19	93337	+	7000	+	7007	=		_,00000
20	337	+	<del></del>	+	-777	=	- <del>** /</del> -	777

### Provisional Ballot Certificate - Side 2 Chief Judges: sign AFTER the polls are closed.

We hereby certify that:

- 1. The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
- 2. ALL provisional ballots have been under the control of an election judge at all times during the day.
- 3. ALL spoiled ballots were placed in the spoiled ballot envelope.
- 4. ALL unvoted provisional ballots were counted and secured.
- 5. The following Voter Authority Cards (VACs) data relates to Provisional Voting:

		Regular Hours						Extended Ho				
	1.		2.		3.	4.		5.		6.		
	Pollbook		Orange		Total	Pollbook		Orange		Total	Election	n Total
	VACs		Substitute			VACs		Substitute			(Colum	n 3 + 6)
			VACs					VACs			` _	,
Total Provisional VACs	20	+	2	=	22		+		=			22

- 1. Enter data in columns 1 and 2. (If appropriate, enter data in columns 4 and 5.)
- 2. Add columns 1 and 2. Record in Column 3. (If appropriate, add Columns 4 and 5 and record in Column 6.
- 3. Add totals in columns 3 and 6. Record in column 7.
- 4. Transfer total in column 7 to Closing Totals Report, Section 1.

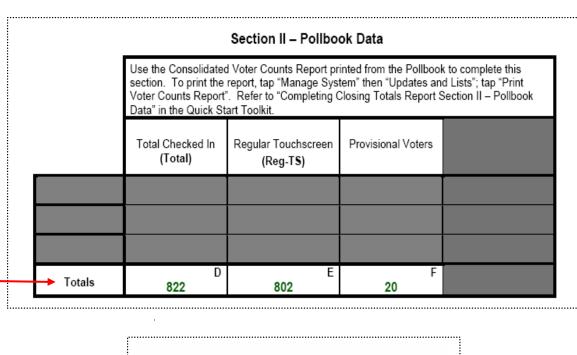
Record New Seal Number on Provisional Ballot Transfer Bag: \_

To the best of my knowledge, the above information is true and correct.

| Benson T. Evans | Elizabeth A. Bogovich |
| DEM Chief Judge | REP/OTH Chief Judge

Complete BOTH sides of this Form.

### Section II – Pollbook Data for a General Election



Steps for Completing Section II – Pollbook Data of the Closing Totals Report

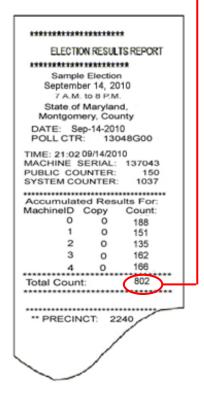
- 1. Using the Consolidated Voter Counts Report printed from the pollbook at closing, transfer
  - total from the column labeled 'Total' on the *Voter Counts Report* to box D 'Total Checked In'.
  - total from the column labeled 'Reg-TS' on the Voter Counts Report to box E - 'Regular Touchscreen'.
  - total from the column labeled 'Prov' on the Voter Counts Report to box F - 'Provisional Voters'.

### **Consolidated Voter Counts Report** Consolidation: # 16001001 EPB Number: 850208 Poll Description: Goshen Elementary School Report Date and Time: 09/14/2010 20:15:45 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Party Total Rea-TS Prov 452 440 12 DEM REP 305 300 5 NON 65 62 TOT 802 20 \*\*\*\*\*\*\*\*\*\*\* DEM Judge REP Judge

11.6

### Section III – Voting Unit Data for a Primary/General Election

# Section III – Voting Unit Data Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the Quick Start Toolkit. Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape) Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chief's Log. To the best of my knowledge, this information is true and correct. Benson T. Evans DEM Chief Judge REP/OTHER Chief Judge



Steps for Completing Section III – Voting Unit Data of the Closing Totals Report

- Using the Accumulated Results Report/Tape from the Accumulator locate the "Total Count" number and record this number in cell F.
- 2. Both Chiefs <u>must</u> sign the completed document certifying that the closing information is correct.

If the numbers recorded in cells A, E & G are not the same, make a note in Chief's log as to why these numbers are different.

(For example, voter checked in but left without voting on voting unit. Can not determine which voter did not vote.)